

Georgia Mountains



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PROGRAM OVERVIEW



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# WorkSource Georgia Mountains

## Who We Are

- WorkSource Georgia Mountains (WSGM), under Georgia Mountains Regional Commission, administers the federally funded Workforce Innovation and Opportunity Act (WIOA) Program.
- Participants and/or businesses applying must be located in one of the Georgia Mountains area counties- Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, or White.

## How We Can Assist

WIOA Funding can help:

- provide training for needed worker skills
- decrease turnover
- assist with new hires
- develop pipelines for skilled talent
- offer wage reimbursements



*WorkSource Georgia Mountains Area of Service*

WIOA funding is used to meet the needs of both a job seeker trying to further their career and for employers looking for qualified applicants for their jobs. WSGM offers a variety of programs and can work closely with you and/or your business to identify which program, or which blend of programs, can be of most value to you and/or your business.



# WIOA Program Highlights

## Incumbent Worker/Lay-off Aversion

- Upgrade current employees work skills
- Companies may partner with public or private consultants who can review and suggest employee training to improve operations
- Employer reimbursement can total at least 50% or more of the consulting or training costs
- Maximum funding per worker/employee is \$12,000

## On-the-Job Training (OJT)

- Employers seeking to expand business may be reimbursed for OJT trainee wages at a rate between 50% - 75%
- Maximum of 800 hours or \$12,000 of WIOA reimbursement per worker/employee
- Employee can be hired after being deemed eligible by WorkSource Georgia Mountains

## Registered Apprenticeships

- Registered apprenticeships improve employee retention
- WIOA reimbursement will defray costs of On-the-Job Training/Classroom Training/Incumbent Worker Training
- Maximum reimbursement per worker is \$14,000

## Internships

- Maximum of 12 weeks paid internship at no cost to employer
- Employer has a no-obligation opportunity to assess a prospective employee
- Potential employee can build foundational skills needed to succeed in a career

## Employer Programs

- Tax Credit Programs
- Federal and State Grant Programs

## Adult College & GED

- Eligible Applicants ages 18 and older
- Funding for tuition, books and supplies up to \$10,000
- Possible assistance with transportation and/or childcare costs

## Youth Program

- Eligible Applicants ages 16-24
- College Assistance
- Credit Recovery Program
- GED/Career Pathways Programs
- Employment Training Program



# Incumbent Worker Training

## Description:

The Incumbent Worker Training (IWT) Program is designed to supply funding to defray costs and assist qualifying Georgia for-profit businesses provide needed skills training to full-time, permanent workers. The training must enhance the company's ability to compete in the global economy, expand present markets, increase employee's wages, or help ensure the permanency (lay-off aversion) of business in Georgia. Training and lay off-aversion services may be provided by area educational institutions, trade associations, community-based organizations, economic development agencies, or government.

## Funding:

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Georgia Mountains (WSGM). The maximum reimbursement per worker/trainee is \$12,000.

## Eligibility Criteria:

### EMPLOYERS -

- Be a for-profit company that has been in business in Georgia for a minimum of one (1) year and is located in the Georgia Mountains Region
- Must have at least five full-time, permanent employees (other than the owner)
- Be financially viable and current on all state and federal tax obligations
- Training must lead to full-time employment for the employee and not for seasonal, temporary, or intermittent employment

### TRAINEES-

- A paid employee of the applicant business for at least six months and is at least 18 years of age
- A citizen of the United States or a non-citizen whose status permits employment in the United States (when applicable, males must be registered for Selective Service)

## Employers Non-Federal Share:

The employer is responsible for selecting and paying the training provider. WIOA funding then reimburses the employer a portion of the total training costs. The employer's share of costs depends on the size of the employer.

- For employers with 50 or fewer employees, there is up to a 90% reimbursement potential
- For employers with 51 to 100 employees, there is up to a 75% reimbursement potential
- For employers with over 100 employees, there is up to a 50% reimbursement potential

## The Process:

- Employer meets with WSGM staff and submits needed paperwork
- WSGM prepares an IWT agreement which must be executed prior to the training start date
- Employer submits trainee information to determine WSGM eligibility
- Once eligibility is determined, WSGM staff notifies employer and the training is cleared to begin

**Not Covered:** Wages of employee or replacement employee while in IWT.





# On-the-Job Training

## Description:

The On-the-Job Training (OJT) program provides reimbursements to employers to help compensate for the costs associated with training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills.

## Funding:

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Georgia Mountains (WSGM). The maximum reimbursement per employee/trainee is \$12,000.

## Eligibility Criteria:

### EMPLOYERS-

- Contributing and in full compliance with local, state, and federal tax obligations
- Hiring for full-time, permanent positions with a minimum wage of \$11.47 per hour
- Maintain Worker's Compensation Insurance that covers OJT trainees

### TRAINEES-

- Unemployed, underemployed, or dislocated from current employer (as defined by WIOA) and determined to be eligible for WIOA training funds

## Employer Reimbursements:

Employers may be eligible for reimbursement of 50% - 75% of the trainee's wages during the OJT training period to offset the cost of training. Reimbursement will be paid at training completion except for \$1,000 or 25% of the reimbursement, whichever is less. This will be withheld for 90 days of continued employment after training completion.

## The Process:

- Employer meets with WSGM staff and completes Employer Information and Requirements
- Employer submits job description for open positions
- WSGM generates an Employer Agreement and employer signs and submits agreement
- Employer selects potential new hire and submits resume/application to WSGM to determine need for and ability to benefit from OJT
- Potential new hire meets with WSGM to determine eligibility for OJT funding
- Once eligibility is determined, employer and WSGM select job skills assessment for OJT trainee to complete
- Employer, OJT trainee, and WSGM staff complete assessment to determine skills gap
- Employer provides payroll records, time sheets, and any additional requested information to WSGM
- New hire attends orientation with WSGM staff

**Note:** Employer may not hire employee before WSGM approval.

"Working with WIOA - Business Services was awesome. The outstanding coordination with the other partners helped us place our employees."

*-GAP Partners*

**"A business has everything to gain by working with WSGM On-the-Job Training Program."**

*-Gainesville Seafood Market*

"I will absolutely use WIOA services in the future. I was extremely impressed with the resources available. Thank you so much for making a difficult situation much easier to navigate."

*- Siemens Corporation*

**"The WSGM On-the-Job Training Program allowed our company to hire the needed employees to keep up with our growing business."**

*-MATTRESS SAFE*





# Registered Apprenticeships

## Description:

Registered Apprenticeships (RAs) normally consist of a combination of On-the-Job Training and classroom training. WSGM, along with its RA partners and sponsors, can help defray the cost of On-the-Job Training (OJT) and Customized Classroom Training providing funds for assessments, registrations, tuition, training materials, and exam fees.

## Funding:

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Georgia Mountains (WSGM). The maximum reimbursement per trainee is \$14,000.

## Eligibility Criteria:

### EMPLOYERS-

- Have been operating in the State of Georgia for at least one (1) year
- Have a Certified RA program with Federal and/or State Standards along with a written plan or model
- Have at minimum 2000 hours (one (1) year) of OJT and 144 hours of classroom/formal training
- Have a sponsor (Business, School, or Association) that is registered with the Standards of Apprenticeships
- Have a qualified mentor for each apprentice on site
- At completion of RA, the apprentice will be awarded a nationally recognized portable certification

### TRAINEES-

- Unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds OR have been employed by employer for six months or more and meet the qualifications of an Incumbent Worker

## Employer Reimbursement:

Depending on the combination of training services, the employer may be reimbursed per OJT guidelines or IWT guidelines.

## The Process:

- Employer meets with WSGM staff and submits needed paperwork
- WSGM generates an IWT/Apprenticeship agreement which is signed by employer
- Employer submits trainee information for WSGM eligibility requirements to be met
- Once eligibility is determined, WSGM staff notifies employer and RA program to begin training



# Internships

## Description:

The Internship Program is a paid, structured learning experience that takes place in a workplace for a limited period. The participating business receives help with short-term projects or departmental support while mentoring a person who is eager to begin a career in the field. This program provides a no-obligation opportunity to assess a prospective employee with no cost to the business.

## Funding:

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Georgia Mountains (WSGM). There is no cost to the employer; however employers may make a full or limited contribution towards wages based on the position.

## Eligibility Criteria:

### EMPLOYERS-

- Contributing and in full compliance with local, state, and federal tax obligations
- Must not layoff an employee to place a worker in a paid internship

### TRAINEES-

- Unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds
- If attending college, the applicant must be in their last semester

## Internship Criteria:

- The internship will range from 80-480 hours per intern and may be paid \$10.00-\$11.00 per hour based on the prevailing wage of employees with similar training, experience, and skills for a similar occupation as set by the employer
- Adult and Dislocated Worker participants engaged in a paid internship through WIOA services should not unfavorably impact current employees from employment opportunities

## Employer Responsibilities:

- Complete a Work Site Agreement and Job Description for each participant
- Orient intern on specific work site rules and regulations
- Plan and schedule tasks to achieve the desired objectives
- Supervise intern to assure work is being accomplished
- Verify intern's time sheet
- Provide payroll records and time sheets, if contributing toward wages
- Perform midpoint evaluation to rate work performance
- Keep an open line of communication with WSGM staff and intern



# Employer Programs

## Tax Credit Programs

Work Opportunity Tax Credits (WOTC) are federal tax credits awarded to Georgia companies that hire individuals from targeted groups of job seekers. The Georgia Department of Labor (GDOL) coordinates the WOTC program which provides employers financial incentives by reducing an employer's federal income tax liability. The tax credit can be from \$1,200 to \$9,600 per qualified employee, depending on the target group. The most frequently certified WOTC is \$2,400 for each adult new hire.

<https://www.georgia.org/work-opportunity-tax-credits>

The Georgia business tax environment benefits companies in many different ways. Learn more about Georgia job tax credits and other incentives here:

<https://www.georgia.org/competitive-advantages/incentives/tax-credits>

## Rural Grants Program

Rural Business Development Grants (RBDG) is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

<https://www.rd.usda.gov/programs-services/rural-business-development-grants>

## Revolving Loan Fund

The Georgia Mountains Regional Commission Revolving Loan Fund can make loans to companies for purposes that include acquisition and improvement of real estate, the purchase of machinery, equipment or inventory, and working capital.

Terms and conditions will vary with each loan application and are based on a review of the collateral, finances, and market risk associated with each request.

<http://www.gmrc.ga.gov/RLF.htm>

## Federal Bonding

The Federal Bonding Program encourages businesses to hire at-risk, hard-to-place job seekers by providing insurance policies that protect against employee theft or dishonesty. Bonds are available at no cost to the job applicant or to the employer and require no paperwork on the part of the employer. The bond may cover any period up to six months with coverage based on potential risk starting at \$5,000.

***For more information contact your Georgia Department of Labor Career Center.***



# Adult College & GED Program

## Description:

WorkSource partners with area universities, colleges, and private training providers to provide assistance with the cost of occupational skills training. The participant receives training in an in-demand field and local business is able to find the talent they need.

## Funding:

This program is funded by the WorkSource Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Georgia Mountains (WSGM). Participants are not obligated to repay any funds received. WIOA funding works alongside other federal and state financial aid such as HOPE and Pell.

## Eligibility Criteria:

Participants must be found eligible and suitable to receive WIOA funds by WSGM. Eligibility criteria, including income, will be evaluated along with suitability by WSGM staff. All participants must be able to complete their program within two (2) years or six (6) semesters and training must be done through a WSGM approved training provider.

## Assistance Offered:

Eligible participants may receive up to \$10,000 in assistance with tuition, books, and required program supplies. Participants may also receive additional stipends to assist with gas money and childcare for the length of their program.

## The Process:

- Interested applicants must first attend an Overview session. An updated list of sessions can be found under the "events" tab of the WorkSource Georgia Mountains Facebook page @worksource.gm or at [www.gmrc.ga.gov](http://www.gmrc.ga.gov)
- Complete the program application and submit to WSGM Intake staff
- After all documentation is received and eligibility is determined, application is sent to WSGM Case Manager
- Case Manager contacts customer to discuss application
- Once participant is approved, he/she meets with Case Manager to enroll in program and begin training with assistance of WSGM



# Youth Program

## Description:

WSGM partners with high schools, technical colleges, colleges, and community-based organizations that are committed to the well-being and success of participants and help to ensure that they are prepared to complete their education and become active members of the workforce.

## College Assistance:

Eligible applicants pursuing college or technical college may receive assistance with the cost of books, tuition, and supplies needed to complete their educational programs. Approved programs should be completed within two (2) years or six (6) semesters. Assistance with transportation and childcare may also be provided.

## Credit Recovery:

Assists youth participants who have dropped out of high school, or have been withdrawn from a credit recovery program, to retrieve credits for diploma completion. Eligible youth receive incentives for each credit recovered. Assistance with transportation costs and daycare may also be provided.

## GED & Career Pathways:

Eligible applicants pursuing college or technical college may receive assistance with the cost of books, tuition, and supplies needed to complete their educational programs. Approved programs should be completed within two (2) years or six (6) semesters. Assistance with transportation and childcare may also be provided.

## SHIFT:

Eligible applicants ages 16-24, who are currently on probation or under court supervision, are offered specific WSGM services to assist them in completing and furthering their educational and employment goals. Assistance with transportation and childcare may also be provided.

## Transition to Success:

A collaborative transition program between WSGM, Lanier Technical College Adult Basic Education program, and the Georgia Department of Juvenile Justice School System. The program provides GED training and testing to youth who are incarcerated in the Hall County Regional Detention Center.

## Employment Training:

This program provides eligible participants with exposure to the workforce, career professionals, work practices and expectations, helps clarify career interests and enhances occupational skills. Other work-based learning opportunities may include On-the-Job Training, Apprenticeship, and Paid and Unpaid Internships.

## Mapping Your Future:

A series of workshops designed for 8th-12th grade students to inform them about the options for their future. The purpose is to guide students in understanding that good choices early in life can lead to success in the future and provide exposure to WIOA services.

# Approved Programs & Providers

This list serves as a guide for in-demand jobs and is not meant to be an all-inclusive list of acceptable WIOA funded occupational skills training options. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. This list includes occupations that show a favorable mix of projected long-term job growth, projected annual job openings, and median wages. WIOA customers seeking training in an occupation not on this Demand Occupations List may discuss the appropriateness and relevance of the proposed training with their case manager for additional consideration. WIOA customers can learn more about additional occupations at [www.onetonline.org](http://www.onetonline.org). For a complete list please visit our website- [www.gmrc.ga.gov](http://www.gmrc.ga.gov).

## PROGRAMS

Accountants & Auditors	Graphic Designers	Pharmacy Technicians
Assemblers and Fabricators	Heating, Air Conditioning, and Refrigeration	Phlebotomist
Bill and Account Collectors	Mechanics and Installers	Physical Therapist
Bookkeeping	Heavy & Tractor-Trailer Truck Drivers	Plumbers, Pipe fitters, and Steamfitters
Business & Administration	Human Resources Specialists	Police & Sheriff's Patrol Officers
Carpenters	Industrial Machinery Mechanics	Production Workers
Cashiers	Industrial Truck & Tractor Operators	Project Manager
Cement Masons and Concrete Finishers	Janitors and Cleaners	Radiology Technologists
Childcare Workers	Landscaping and Grounds-keeping Workers	Registered Nurses
Clinical Laboratory Technologists	Licensed Practical Nurses	Retail Salespersons
Computer Information Systems	Machine Setters, Operators, and Tenders	Security Guards
Computer-Controlled Machine Tool Operators	Machinists	Social Workers
Construction Laborers	Maintenance & Repair Workers	Software Developers
Cooks	Management Analysts	Supervisors of Construction Trades
Dental Assistants & Hygienists	Mechanics and Diesel Engine Specialists	& Extraction Workers
Electrical Power-Line Workers	Medical Assistants and Secretaries	Surgical Technologists
Electricians	Medical Records & Health Information Technicians	Teachers and Teacher Assistants
Emergency Medical Technicians	Nurse Practitioners	Telecommunications
Engineers	Occupational Therapist	Water and Wastewater Treatment
Farm Workers, Laborers, Nursery & Greenhouse	Paramedics	Plant and System Operators
Firefighters	Personal Financial Advisers	Welders, Cutters, Solderers, & Brazers

## PROVIDERS

<b>Athens Technical College</b> <a href="http://www.athenstech.edu">www.athenstech.edu</a>	<b>Kennesaw State University</b> <a href="http://www.kennesaw.edu">www.kennesaw.edu</a>
<b>Brenau University</b> <a href="http://www.brenau.edu">www.brenau.edu</a>	<b>Lanier Technical College</b> <a href="http://www.laniertech.edu">www.laniertech.edu</a>
<b>CDL of GA, LLC</b> <a href="http://www.cdlofga.com">www.cdlofga.com</a>	<b>Medical Institute of Northeast Georgia</b> <a href="http://www.ming101.com">www.ming101.com</a>
<b>Chattahoochee Technical College</b> <a href="http://www.chattahoocheetech.edu">www.chattahoocheetech.edu</a>	<b>Northeast Georgia RESA</b> <a href="http://www.negaresa.org">www.negaresa.org</a>
<b>Daly's Truck Driving School</b> <a href="http://www.dalystruckdrivingschool.com">www.dalystruckdrivingschool.com</a>	<b>North Georgia Technical College</b> <a href="http://www.northgatech.edu">www.northgatech.edu</a>
<b>Emmanuel College</b> <a href="http://www.ec.edu">www.ec.edu</a>	<b>Piedmont College</b> <a href="http://www.piedmont.edu">www.piedmont.edu</a>
<b>Georgia Driving Academy</b> <a href="http://www.gda.edu">www.gda.edu</a>	<b>Pioneer RESA</b> <a href="http://www.pioneerresa.org">www.pioneerresa.org</a>
<b>Goodwill of North Georgia</b> <a href="http://www.goodwillng.org">www.goodwillng.org</a>	<b>TargetIT Training &amp; Mentoring</b> <a href="http://www.gotargetit.com">www.gotargetit.com</a>
<b>Gwinnett Technical College</b> <a href="http://www.gwinnettech.edu">www.gwinnettech.edu</a>	<b>University of North Georgia</b> <a href="http://www.ung.edu">www.ung.edu</a>
<b>Heavy Equipment College of GA</b> <a href="http://www.heavyequipmentcollege.com">www.heavyequipmentcollege.com</a>	



# Contact Information

Georgia Mountains



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## OFFICE INFORMATION

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## ADULT SERVICES

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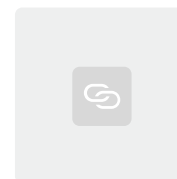
## YOUTH SERVICES

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## BUSINESS SERVICES

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